


# Memorandum

**TO:** All Rail Operations Employees

**FROM:** Robert M. Lavell   
VP/GM Rail Operations

**DATE:** November 28, 2017

**SUBJECT:** Discipline for Violations of NJT Policy 3.31 (Workplace Violence Prevention Policy), TRO-5, Rule 3 and NORAC Operating Rules, General Rules D and E

The holiday season is a wonderful time to enjoy special events and occasions with family and friends. Since the holidays are also considered the busiest time of the year, it can also bring feelings of being overwhelmed and symptoms of depression, anxiety and stress. One common sign of stress is feeling unable to slow down and relax. Other signs are explosive anger in response to minor irritations, fatigue, sleep disturbance, tension or migraine headaches, indigestion, loss or increase of appetite and frequent minor accidents. There is no single response to stress; however, it can be effectively managed.

The NJ TRANSIT Policy and the rules listed above prohibit employees from engaging in uncivil and inappropriate behavior, such as but not limited to fighting, the use of threatening words or actions, intimidation or violence. These are among the most serious infractions an employee may be involved in.

NJ TRANSIT has a zero tolerance standard with respect to violence by or against its employees. All of us are entitled to work in an environment that is safe and free of such improper behavior. Employees are expected to always conduct themselves in a respectable and appropriate manner, whether when interacting with their fellow employees, supervisors, managers and/or the public. Adherence to these rules will help keep all of you safe and secure and ensure a more pleasant work environment for all.

Be advised that all alleged violations of these rules are subject to an investigation and a hearing if necessary. Anyone found to be in violation of the above Policy and rules will be subject to discipline, up to and including termination, and may also be subject to criminal prosecution. Let each of us take the time to think before reacting in a manner which is both in violation of these rules and detrimental to ourselves and our co-workers.

If you feel you have been the subject of, or a witness to a suspected violation of the Policy or Rules, you are strongly encouraged to report the violation to your immediate supervisor or to a manager who is not a party to the violation.

Please review the above-referenced Policy and Rules for a full description of your responsibilities as an employee. Any questions you may have should be directed to your immediate supervisor, Human Resources or any manager or Director within Rail Operations.

Remember that NJ TRANSIT's Employee Assistance Program is available to employees and family members throughout the year to help with any and all of life's problems. For an appointment or consultation, please call [1-800-338-COPE](tel:1-800-338-COPE) (2673) or [732-290-0368](tel:732-290-0368).

Thank you in advance for your anticipated cooperation.

Cc: All NJTRO General Chairmen/Presidents

J. Sincaglia  
E. Baksa  
J. Galvin  
S. Drayzen  
P. Siano  
A. Smith  
C. Robinson  
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